



Maintenance

MUNITIONS ACCOUNTABILITY PROCEDURES

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction establishes local munitions accountability procedures. It implements AFPD 21-2, *Nonnuclear and Nuclear Munitions*. It also references AFI 21-202, *Inspection, Storage, and Maintenance of Non-Nuclear Munitions* and AFI 36-2217, *Munitions Requirements for Aircrew Training*. It applies to the 419th Operations Group (OG) and 419th Logistics Group (LG). This instruction is applicable at all deployed locations.

SUMMARY OF REVISIONS

Deletes munitions section chief responsibilities (paragraph **2.3.**) rennumbers instruction; adds procedures for munitions supply custodian for the War Reserve Munitions (WRM) account 826KA (paragraph **2.3.15.**); adds requirement to accomplish computer generated form munitions when moved from location to location (paragraph **2.5.1.**); added requirement to accomplish computer generated form when munitions are assembled (paragraph **2.5.2.**); changes title line delivery section to handling section (paragraph **2.6.**); adds requirement to document the unloading of BDU module and location munitions are stored on reverse of 419 FW Form 0-8, **Daily Munitions Frag Sheet** (paragraph **2.6.4.**). An * indicates revisions from the previous edition.

1. Procedures. An allocation received from HQ AFRC is the authority to order munitions. Baseline quantities that are established for munitions items will not exceed allocations set by HQ AFRC.

2. Responsibilities:

2.1. Maintenance Squadron Commander. Ensures that an organizational code is established for aircrew training munitions.

2.1.1. OICs and NCOICs. Within their respective areas are responsible to ensuring provisions of this instruction are accomplished by all personnel as prescribed by applicable directives.

2.2. Munitions Flight Chief:

2.2.1. Acts as the focal point to determine responsibility for any accountability discrepancies that cannot be worked out between munitions supply account custodian and the fighter squadron maintenance (FSM).

2.2.2. Provides the operations group commander quarterly munitions expenditures by the type and quantity.

2.2.3. Ensures availability of storage for all munitions assigned to the munitions supply account.

2.2.4. Maintains an on hand quantity equal to one quarter (if possible) of the yearly munitions allocations. More munitions may be maintained as space and net explosive weight (N.E.W.) limits allow.

2.2.5. Assigns a primary and alternate munitions custodian who:

2.2.5.1. Manages all issues to the FSM ensuring quantities are within their allocation limits.

2.2.5.2. Track issues, expenditures, and turn-ins for the munitions supply account, using AF Form 2005, **Issue/Turn-in Request**.

2.2.5.3. Uses the munitions supply account 419FW Form 0-8, **Daily Munitions Frag Sheet** as source documents on all issues to, and turn-ins from the FSM.

2.2.5.4. Uses AF Form 2005 to process and verify expenditures to host 649 MUNS/LGABO.

2.3. **Munitions Supply Custodian or Representative:**

2.3.1. Receipts for munitions from host base munitions supply 649 MUNS/LGABO.

2.3.2. Records receipt of munitions by using CAS B issue document.

2.3.3. Informs 649 MUNS/LGABO of any discrepancies noted in the receipt of munitions.

2.3.4. Files CAS-B Issue, expenditure documents and AF Form 2005 turn-in documents for a period of 12 months.

2.3.5. Retains a current copy of signed quarterly inventory document (507A Custodian Account Listing) on file for a period of 90 days.

2.3.6. Performs a daily reconciliation of expended munitions using the 419 FW Form 0-8 and **419 FW Munitions Configuration and Expenditure Worksheet**.

2.3.7. Ensures the reconciliation is completed prior to release of the next days scheduled munitions requirements.

2.3.8. Ensures emergency issues are approved through the munitions flight.

2.3.9. Conducts a flightline inventory if required.

2.3.10. Maintains the weekly consolidation of munitions transactions which reflects the daily totals of upload, downloads, and expended munitions.

2.3.11. Ensures a 100 percent inventory of munitions is performed monthly in the munitions storage area and documented on local/computer generated form.

2.3.12. Attends the weekly flying scheduling meeting to receive updates of munitions requirements.

2.3.13. Maintains a log of each universal ammunition loading system (UALS) assigned which includes as a minimum the date loaded, lot number loaded, quantity loaded, date downloaded and quantity downloaded on UALS placard.

2.3.14. Ensures all expended brass, carts and munitions residue will be turned in to munitions section building 596.

*2.3.15. Maintains accountability of assigned assets using CAS-B document 507A account listing for the War Reserve Munitions (WRM) account 826KA.

*2.3.15.1. HQ AFRC munitions allocation document will be source document for authorization of WRM munitions.

*2.3.15.2. Receipts for munitions from host base munitions supply 649 MUNS/LGABO.

*2.3.15.3. Records receipt of munitions by using CAS B issue document.

*2.3.15.4. Informs 649 MUNS/LGABO of any discrepancies noted in the receipt of munitions.

*2.3.15.5. Files CAS-B Issue, expenditure documents and AF Form 2005 turn-in documents for a period of 12 months.

*2.3.15.6. Retains a current copy of signed quarterly inventory document (507A Custodian Account Listing) on file for a period of 90 days.

*2.3.15.7. Files a current copy of CAS-B document 507A for WRM account 826KA in safe.

2.4. Munitions Control:

2.4.1. Directs all munitions deliveries and pickups.

2.4.2. Acts as the focal point for AFI 36-2217 daily munitions reconciliation.

2.4.3. Verifies the end of flying day reconciliation is completed, prior to the next days flying.

2.4.4. Advises the munitions flight chief and munitions custodian of all changes to the flying schedule.

2.4.5. Maintains the status of all aircraft, delivery vehicles, munitions handling equipment that are uploaded with munitions, to include type, location, and quantity of munitions loaded.

2.4.6. Maintains status of 20MM ammunition in aircraft, by quantity, lot number, and aircraft tail number.

2.4.7. Maintains status of missiles, acceleration monitor assembly (AMA) pods loaded on aircraft.

2.5. Munitions Storage and Conventional Maintenance Sections:

*2.5.1. Document on local computer generated form munitions moved from location to location. Form will be delivered to Munitions Control. Munitions Control will reconcile and forward to Munitions Supply Custodian.

*2.5.2. Document on local computer generated form munitions assembled. Form will be delivered to Munitions Control. Munitions Control will reconcile and forward to Munitions Supply Custodian.

2.5.3. Notifies the munitions supply custodian when unserviceable assets are found.

2.5.4. Processes expended chaff, flare and squibs returned from the flightline. Provide munitions supply custodian with the number of expended chaff, flare and squibs by lot number and color code.

***2.6. Handling Section:**

2.6.1. Documents all munitions transactions to and from the flightline using 419 FW Form 0-8.

2.6.2. Participates in the munitions accountability and reconciliation.

2.6.3. Replenishes BDU module and frag trailers as needed or directed by the munitions controller. Annotates 419 FW Form 0-8.

*2.6.4. Documents the unloading of BDU module and location munitions are stored. Annotates reverse of 419FW form 0-8.

2.6.4. Annotates aircraft tail number or delivery site, quantity, type, and lot number of munitions being delivered or picked up on 419 FW Form 0-8 to include **BDU 33 safing blocks**.

2.6.5. Advises munitions control of any changes to trailer inventory.

2.6.6. Conducts a daily inventory with the fighter squadron maintenance weapons expediter when directed by munitions control.

2.6.7. Ensures all delivery forms are forwarded to munitions control at the end of each shift.

2.6.8. Personnel will notify munitions control of start and stop times of class A and class B munitions transport.

2.7. Fighter Squadron Maintenance Weapons Expediter:

2.7.1. Ensures that the AF Form 2434, **Munitions Configuration and Expenditure Document**, or 419 FW Worksheet, **466FS Weapons Configuration and Expenditures Worksheet** is completed at the end of each flying day. Prepare the AF Form 2434 as loading actions are taking place and notifies the munitions controller of any crossload action.

2.7.2. Records the quantities of munitions and expenditures in the appropriate block of the AF Form 2434 or 419 FW Worksheet.

2.7.3. Record missile numbers and accelerating monitoring device numbers in appropriate blocks of AF Form 2434.

2.7.4. Ensures all 20MM ammunition upload and downloads are annotated on the AF Form 2434. Information must include aircraft tail number, type ammunition, UALS number, lot number, and time of load.

2.7.5. Furnishes an AFTO 350, **Repairable Item Processing Tag**, for all ammunition downloaded into cans. The AFTO 350 tag includes aircraft tail number, ammunition lot number, and date of download.

2.7.6. Delivers AF Form 2434 or 419 FW Worksheet to munitions control/munitions flight no later than end of flying day.

2.7.7. Assists munitions storage in reconciliation of munitions if discrepancies are noted.

2.7.8. Ensures all BDU-33 safing blocks, safety clips, expended carts, AGM-65 motor fire connectors, umbilical adapters, and missile/munitions safing gear are returned to handling section daily.

2.7.9. Ensures all missiles being downloaded from the aircraft have all required safety gear replaced.

2.7.10. Ensures all munitions not allocated for deployment are down loaded prior to aircraft departure.

2.8. Armament System Personnel:

2.8.1. Notify munitions control of all 20MM ammunition removed from gun system or UALS brought into their shop for maintenance.

2.8.2. Ensure that AFTO 350 tag is attached to the container of 20MM ammunition returned to the munitions storage area (MSA), to include as a minimum lot number, aircraft tail number, UALS number, and date down loaded.

2.9. Twenty Millimeter Ammunition Accountability Procedures:

2.9.1. The universal ammunition loading system (UALS) is loaded with a maximum of 1545 rounds of 20MM ammunition. Rounds in groups of 515 rounds with 20 each empty elements between each group.

2.9.2. The FSM weapons expediter ensures UALS placard is annotated with the aircraft tail number. Lot number of each load is annotated by munitions storage personnel on UALS placard when UALS are uploaded.

2.9.3. Within 72 hours of the return of the UALS, 20MM ammunition is downloaded, separated, inventoried, inspected and processed for uploading or storage.

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